

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND  
HAINESPORT TOWNSHIP MUNICIPAL BUILDING  
1 HAINESPORT CENTRE, RTE 537  
HAINESPORT, NEW JERSEY  
Via Conference Call**

July 21, 2020

***OPEN SESSION MINUTES***

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The meeting of the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) was held via conference call/Executive Committee in-person on Tuesday, July 21, 2020 at 3:30 PM, prevailing time. Acting Chair McMahon, **Chesterfield**, presiding. The meeting was called to order at 3:30 PM.

***STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETING ACT***

Notice of this meeting was given by: (1) sending sufficient notice herewith to the *Burlington County Times*, Mt. Holly, NJ, and to the *Courier Post*, Cherry Hill, NJ; (2) filing advance written notice of this meeting with the Clerks/Administrators of all member municipalities of the Burlington County Municipal Joint Insurance Fund; and (3) posting notice on the public bulletin boards of all member municipalities of the Burlington County Municipal Joint Insurance Fund.

***ROLL CALL***

Rich Wolbert, **Beverly City**  
Mike Theokas, **Bordentown Twp.**  
Glenn McMahon, **Chesterfield Twp.**  
Jeff Hatcher, **Delran Twp.**  
Patricia Cahall, *Alternate*, **Edgewater Park Twp**  
Patrice Hansell, **Fieldsboro Borough**  
Steve Fazekas, **Florence Twp.**  
Paula Kosko, **Hainesport Twp.**  
Brandon Umba, **Lumberton Twp.**  
Mike Fitzpatrick, **Mansfield Twp.**  
Kathy Burger, **Medford Twp.**  
Jerry Mascia, **Mt. Laurel Twp.**  
John Gural, **Palmyra Borough**  
Donna Mull, **Pemberton Borough**  
Daniel Hornickel, **Pemberton Township**  
David Matchett, **Shamong**  
Doug Cramer, **Tabernacle Twp.**  
Craig Farnsworth, *Alternate*, **Westampton Twp.**  
James Ingling, **Wrightstown Borough**

Absent Fund Commissioners were:

Meghan Jack, **Riverside Twp.**  
Grace Archer, **Bordentown City**  
Amanda Somes, **Bass River Twp.**  
Erin Provanzano, **Delanco Twp.**  
Kyle Tuliano, **New Hanover Twp.**  
Mary Picariello, **North Hanover Twp.**  
Kathy Hoffman, **Southampton Twp.**  
J. Paul Keller, **Springfield Twp**  
Maryalice Brown, **Woodland Twp**

Absent Fund Professionals were:

Paul Miola, CPCU, ARM, Deputy Executive Director, *RPA – A Division of Gallagher*

Those also in attendance were:

Paul Forlenza, MGA, Executive Director, *RPA – A Division of Gallagher*  
David S. DeWeese, Esquire, Fund Solicitor, *The DeWeese Law Firm, P.C.*  
Tom Tontarski, Treasurer  
John Saville, Safety Director, *J.A. Montgomery Risk Control*  
Chris Roselli, Claims Administrator, *Qual-Lynx*  
Karen Beatty, Managed Care Organization, *QualCare*  
Debby Schiffer, Wellness Director  
Lou Romero, Technology Risk Services Director, *Secure Data Consulting Services*

Also present were the following Risk Management Consultant agencies:

CBIZ Benefits & Insurance Services  
Conner Strong & Buckelew  
EJA/Capacity Insurance  
Hardenberg Insurance Group  
Insurance Agency Mgmt.

*These minutes do not necessarily reflect the order in which some items were discussed.*

Acting Chair McMahon then entertained a Motion to move himself to Acting Chair, Mr. Gural, to Acting Fund Secretary, and Ms. Kosko to the Executive Committee for voting purposes of the seven (7) Executive Committee members only.

Motion by Mr. Wolbert, seconded by Mr. Mascia to move up Mr. McMahon, Mr. Gural, and Ms. Kosko as presented. All in Favor. Motion carried by majority vote.

#### ***APPROVAL OF THE OPEN & CLOSED SESSION MINUTES***

Acting Chair McMahon presented the open & closed session meeting minutes of the June 16, 2020 meeting of the Fund, as found in the agenda packet and as provided to the Executive Committee prior to the Executive Committee meeting, for approval.

Acting Fund Cahir asked if there were any questions at this time. No questions were entertained.

Motion by Mr. Cramer seconded by Mr. Ingling to approve the Open & Closed session meeting minutes of the June 16, 2020 meeting as amended. All in Favor. Motion carried by majority vote.

The Closed Session minutes of the June 16, 2020 meeting shall not be released to the public until the reason(s) for their remaining closed is no longer applicable and the Fund Solicitor has had the opportunity to review them.

#### ***EXECUTIVE DIRECTOR'S REPORT***

Mr. Forlenza referenced the Executive Director's Report found the agenda packet noting it was mostly self-explanatory. He then highlighted the following:

Mr. Forlenza noted for members to review their SIP, OSB, Wellness, and EPL/Cyber Risk Management Budget balances, stating there may be items/situations in regards to COVID-19 the cost of which could be offset by one or more of these programs.

Mr. Forlenza referenced the Statutory Bond Status report and asked members to please review the report for accuracy as June 30<sup>th</sup> is a popular retirement date. He reminded the members that the bond is for the individual, not the position, and if you would like to check the status of an application, please contact Ed Cooney, Fund Underwriter.

Mr. Forlenza reminded that members that the Managerial & Supervisory Training and the Police Command Training that were postponed will hopefully be rescheduled either late this year or early next year as members have until June 1, 2021 to complete the trainings and remain in compliance with the EPL Risk Management Plan. He further noted that the September & October trainings are still scheduled; however, might have to be rescheduled pending social distancing guidelines in effect at the time. A notice will be forthcoming to all members by the first week of September from his office.

Mr. Forlenza noted Renewal letters were emailed on or about June 3, 2020 to the ten (10) members whose membership in the JIF is up for renewal on January 1, 2021. Included in the mailing was a *Resolution for Renewal of Membership in the Burlington County Municipal JIF, a Certification* required under the Local Public Contracts Law, and an *Agreement to Renew Membership in the Burlington County Municipal JIF*. Please have the Resolution placed on your governing body's agenda and return both the Resolution and the Agreement to our office by August 14, 2020. With that said, the Renewal Visitation Program has kicked off as well for these ten (10) renewing towns. He noted that the presentations are being done electronically or in person depending on the municipality. .

Mr. Forlenza noted on or about July 8, 2020, all members and their risk managers received a notification that the 2021 Exposure Renewal Process would begin on or about July 13, 2020. As occurred last year, members received an email from Origami containing a link to the Origami renewal site. Included in the July 13<sup>th</sup> correspondence was important information pertaining to your property and equipment schedules, employee payroll information/counts, and other exposure data. In addition, the July 13<sup>th</sup> correspondence included important information regarding coverage exclusions and limits. All members and risk managers are urged to carefully review this information prior to starting the renewal process. Anyone with questions regarding the exposure renewal process should contact either Jodi Palmeri or Tracy Forlenza from his office. Members are asked to complete the 2021 exposure renewal process no later than Friday, August 28, 2020.

Mr. Forlenza also noted that on or about July 13, 2020, members that received a physical appraisal this year should have received a copy of their appraisal report via email. The reports were emailed to the Municipal Clerk and copied to their RMC and Fund Commissioner. Members are encouraged to review the report and notify the Property Appraisal if any properties were missed during the appraisal process. Any questions regarding the report can be addressed to Mel Ngayan at AssetWORKS.

Lastly, Mr. Forlenza referenced a report depicting the 2<sup>nd</sup> quarter meeting attendance. He noted the attendance is taken directly from the meeting minutes, and if you believe there is a discrepancy, please contact Kris Kristie.

Mr. Forlenza asked if there were any questions at this time. No questions were entertained.

### ***SOLICITOR'S REPORT***

***Closed Cases*** – Mr. DeWeese reported that there was one (1) closed case(s) since the last meeting:  
*Pierson v. City of Bordentown*

***MEL EPL Helpline & Authorized Contact List*** – Mr. DeWeese reminded the members to please review the list of authorized contacts for the *MEL Employment Practices Helpline*. He also noted he has been trying to stay abreast of the COVID-19 issues in the State of NJ and is still sending out various Bulletins and Notices with information he learns. He is hopeful the correspondence is helpful to the members, and noted he is still getting quite a few phone calls

Lastly, Mr. DeWeese stated that as some may be aware, last month the NJ Attorney General issued a directive requiring Police Departments to release the names of Officers who received major discipline by the end of the year. Those lists were to include any Officers who were terminated, demoted, or suspended

for more than 5 days. Mr. DeWeese noted that decision was met with quite a bit of resistance from the Police Unions; both for the Municipal Police Unions as well as the Unions for the State Police.

As this was an Administrative Directive, Mr. DeWeese noted the appeal is heard in the Appellate Court. The Appellate Court received appeals to this directive from many of the Police Unions and it appears that oral arguments will take place in October, though it is unlikely there will be a decision before the end of the year. Mr. DeWeese opined that regardless of the decision, it is likely to be appealed to the Supreme Court. At this time, a “stay” of the directive remains in place, the names of the Officers will not be released, and we will need to monitor the status of this matter.

Mr. DeWeese stated that this directive could have a significant impact on each of our Municipal Police Departments, so he will continue to monitor the situation. He noted that the Prosecutor’s office of each County is actively working on this matter and is communicating with the Police Chiefs should a time come for this release of information.

Mr. DeWeese asked if there were any questions at this time.

### ***SAFETY DIRECTOR'S REPORT***

Mr. Saville stated that the Safety Director's Report is included in the agenda and is self-explanatory. He then highlighted the following:

Mr. Saville noted his report included a list of the Safety Director Bulletins and Safety Announcements issued during the month, along with guidance for re-opening Public Facilities.

Mr. Saville noted that due to the requirements for social distancing, the MSI in classroom training continues to be suspended, but stated JA Montgomery is currently offering several MSI training programs that will be delivered through a webinar format, with the applicable CEUs and TCH credits available for those who attend. These webinars began with eight (8) topics on June 2, 2020 and registration information is sent out by email prior to each training.

Mr. Saville stated the results for “What’s Wrong with This Picture” JSO Picture challenge have been sent out. He noted thirteen (13) members participated in the challenge which will count towards the Enhanced Program Award.

He noted he is in contact with members for appointments to make limited loss control visits, and asked members to please ensure the Law Enforcement bulletins that were emailed out and included in the agenda are reviewed by the appropriate personnel to keep them informed of pertinent topics involving the police and the community.

Mr. Saville asked if there were any questions. No questions were entertained.

### ***CLAIMS ADMINISTRATOR'S REPORT***

#### ***Lessons Learned from Losses***

Mr. Roselli presented the *Lessons Learned from Losses* for July which reviewed *Prompt Claims Reporting*. He then highlighted the following:

- For all lines of coverage, please report the claim as soon as possible to our office.
- The sooner we get any claim the sooner we can begin to help you through the claim process, provide an immediate defense if needed or assist an employee with medical needs.
- In Workers’ Compensation, late reporting can lead to injuries becoming worse and it makes it more difficult for us to determine whether the injury occurred on the job.

- In Liability, late reporting can jeopardize the best possible defense being provided to your town.
- With Property claims, late reporting can cause coverage issues and delays in getting repairs completed.
- Delays can also cost us the ability to secure restitution from negligent parties.

He then noted as a claims organization they have many examples of employees with underlying conditions who would have benefitted from the claims being reported promptly leading to early intervention.

Mr. Roselli asked if there were any questions at this time. No questions were entertained.

### ***WELLNESS DIRECTOR'S REPORT***

Ms. Schiffer referenced her report in the agenda packet, noting that events for July continue to be postponed due to the pandemic and social distancing.

Ms. Schiffer noted she is still sending out the weekly emails: "A note from your Wellness Director" in an effort to provide words of positivity and to remind everyone to take care of yourself first, as well as weekly Zoom meetings featuring short workouts, meditation and breathing and stretching exercises. She noted she conducted a group coaching session with Delanco on Stress Awareness. Ms. Schiffer also noted included in the agenda was information on the NJWELL Program and a step by step guide for your employees.

Ms. Schiffer reviewed Wellness ideas and usage of Wellness Funds:

- Offset Employee Assistance Program Fee
- Cost for extra PPE supplies required due to COVID-19
- "Stress Kit"
- Fresh Produce and Healthy snacks for office
- Gratitude board and Random acts of kindness
- Outdoor picnic areas
- Recipe swap (plan to make it into an employee "Healthy cookbook")
- Garden – construction and planting supplies

Ms. Schifer noted in her report she included a potentially engaging and fun way for employees to reduce stress. In addition, she is planning to send out a survey: one designed for Management and one designed for Employees. The purpose is to determine Management goals as well as address the concerns of the employees as it pertains to their physical and mental well-being. This will assist her in making appropriate recommends on resources to address the gathered feedback.

She is also looking into New Resources and given the current pandemic and social unrest with our Officers in Blue, and is communicating and working with a company on developing a proposal to offer crisis response training to our Senior Law Enforcement Leaders. She shared this proposal with Keith Hummel as well as Paul Forlenza and Paul Miola and will keep members informed as it is discussed further.

Lastly, she noted in your Agenda packet, you will find her July Targeting Wellness Newsletter, Exercise of the month as well as other "challenge" ideas for keeping the self-care of your employees in the forefront of their minds.

Ms. Schiffer asked if there were any questions at this time. No questions were entertained.

## MANAGED HEALTH CARE REPORT

Ms. Beatty reviewed the Managed Care Report for May 2020.

### Lost Time v. Medical Only Cases

Ms. Beatty presented the BURLCO JIF *Lost Time v. Medical Only Cases (Intake Report)*:

	<i>June</i>	<i>YTD</i>
<i>Lost Time</i>	3	22
<i>Medical Only</i>	14	53
<i>Report Only</i>	71	327
<i>Total Intakes</i>	88	402
<i>Report Only % of Total</i>	81%	81%
<i>Medical Only/Lost Time Ratio</i>	82:18	92:08
<i>Average Days to Report</i>	2	3.8

### Transitional Duty Report

Ms. Beatty presented the Transitional Duty Report:

<i>Transitional Duty Summary Report</i>	<i>YTD</i>
<i>Transitional Duty Days Available</i>	1,459
<i>Transitional Duty Days Worked</i>	984
<i>% of Transitional Duty Days Worked</i>	67%
<i>\$ Saved by Accommodating</i>	\$112,025.28
<i>Transitional Duty Days Not Accommodated</i>	475
<i>% of Transitional Duty Days Not Accommodated</i>	33%
<i>Cost of Days Not Accommodated</i>	\$49,013.63

Ms. Beatty presented a new report that depicts the number of cases related to COVID-19 from January 2020 to present by town and month. The highlights of this report are as follows:

Total Cases in the BURLCOJIF:233

Indemnity: 11  
Medical Only: 9  
Report Only: 213

She stated there were 70 new cases reported in June, and 33 so far in July, though the majority of these cases have been report only. She noted if anyone would like details on their town's cases, please contact her.

### PPO Penetration Report:

Ms. Beatty presented the PPO Penetration Report:

<i>PPO Penetration Rate</i>	<i>June</i>
<i>Bill Count</i>	173
<i>Original Provider Charges</i>	\$113,684
<i>Re-priced Bill Amount</i>	\$34,994
<i>Savings</i>	\$78,689
<i>% of Savings</i>	69%
<i>Participating Provider Penetration Rate - Bill Count</i>	99%

<i>Participating Provider Penetration Rate – Provider Charges</i>	96%
<i>EPO Provider Penetration Rate - Bill Count</i>	98%
<i>EPO Provider Penetration Rate – Provider</i>	99%

Ms. Beatty noted her office is still fully operation with the majority of employees continue working from home.

Ms. Beatty asked if there were any questions. No questions were entertained.

### ***TECHNOLOGY RISK SERVICES REPORT***

Mr. Romero noted there are still six (6) members where all employees still have not completed last year's basic Cyber Security course, though they are close. In regards to the *Safe Computing Practices at Work & Home* course, fourteen (14) members still have employees that have not completed that training, and he will be following up with those members.

Mr. Romero noted in regards to the phishing emails for the month of June, there were 1,306 phishing emails issued with 26 clicked, or 2%, which is very good. He then noted he is in the process of updating the "fake" email templates and you will see them coming out from different sources, challenging your employees. Mr. Romero noted; however, there are some firewalls that are blocking the phishing email exercises, so he noted he will be notifying the members of the source used so they can please go to their IT department and ask them to allow access from those sources.

In regards to the MEL Cyber Risk Management Compliance, 21 of our 28 members are certified in Tier 1, and 18 of the 28 are completely certified.

Pivot Point Security continues to do the Vulnerability Scanning of your firewalls and gateways, and included in the agenda is their most recent activity report. Mr. Romero asked that the members please review the report and be sure the person listed to receive these reports is still the proper person to receive these reports on a monthly basis.

He reminded the members to be aware of the numerous Covid-19 email scams that are circulating noting a big increase in COVID-19 related domain names. Please be sure emails received are coming from a trusted source. If you have any question regarding this, Mr. Romero had previously provided a link to all members, where if you type in the questionable email address, it will show you where the email originated. He also reviewed a new NJCCIC Alert included in his report in regards to a new vicious malware which targets vulnerable Windows devices and gain access to the that system. He noted it is recommended users and administrators ensure all devices are updated with the latest patch levels to prevent the exploitation of certain vulnerabilities.

Mr. Romero asked if there were any questions. No questions were entertained.

### ***TREASURER'S REPORT***

Mr. Tontarski presented an overview of the Treasurer's Report for the month of **June 2020**, a copy of which was provided to the membership in the agenda packet. Mr. Tontarski reports are valued as of June 30, 2020 for Closed Fund Years 1991 to 2015, and Fund Years 2016, 2017, 2018, 2019 and 2020.

#### ***Investment Interest***

Interest received or accrued for the reporting period totaled \$18,040.44. This generated an average annual yield of 1.22%. However, after including an unrealized net loss of \$5,380.15 in the asset portfolio, the yield is adjusted to .85% for this period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$97,983.00 as it relates to current market value of \$11,491,247.01 vs. the amount we have invested. This current market value, however, when considering the total accrued income at month end is \$11,547,033.33.

The Fund's asset portfolio with Wilmington/Trust consists of 4 obligations with maturities greater than one year and 5 obligations with maturities less than one year.

**Receipt Activity for the Period**

	Monthly	YTD
Subrogation Receipts	\$3,749.400	\$58,541.62
Salvage Receipts	\$0	
Overpayment Reimbursements	\$191.00	

**A.E.L.C.F. Participant Balances at Period End**

Delran Township	\$31,025.00
Chesterfield Township	\$1,107.00
Bordentown City	\$70,014.00
Bordentown Township	\$43,946.00
Westampton	\$10,366.00
E-JIF Dividend Members	\$83,276.02

**Cash Activity for the Period**

During the reporting period the Fund's "Cash Position" changed from an opening balance of \$18,150,030.45 to a closing balance of \$17,391,346.26 showing a decrease in the fund of \$758,684.19.

**Loss Run Payment Register – June 2020**

Mr. Tontarski stated that his report included in the agenda packet shows net claim activity during the reporting period for claims paid by the Fund and claims payable by the Fund at period end in the amount of \$126,361.00. The claim detail shows 276 claim payments issued.

**Bill List – July 2020**

For the Executive Committee's consideration, Mr. Tontarski presented the July Bill List in the amount of \$216,694.11 which was included in the agenda packet.

**RMC Bill List – July 2020**

For the Executive Committee's consideration, Mr. Tontarski presented the 2<sup>nd</sup> Installment RMC Bill List in the amount of \$140,071.00 which was included in the agenda packet.

Acting Chair McMahon entertained a motion to approve the June 2020 Loss Run Payment Register, the July 2020 Bill List in the amount of \$216,694.11, and the RMC Bill List in the amount of \$140,071.00 as presented

Acting Chair McMahon asked if there were any questions at this time. No questions were entertained.

Motion by Mr. Gural, seconded by Mr. Mascia to approve the *June 2020 Loss Run Payment Register, the July 2020 Bill List, and the RMC Bill List* as presented.

**ROLL CALL**            *Yeas:*            Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Borough**  
John Gural, **Palmyra Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield Twp.**  
Paula Kosko, **Hainesport Twp.**

*Nays:*            None

*Abstain:*        None

All in favor. Motion carried by unanimous vote.



Mr. Tontarski asked if there were any questions. No questions were entertained.

### **COMMITTEE REPORTS**

**Finance Committee Meeting Report** – In the absence of Mr. Hatcher, Mr. Forlenza presented the 2020 Budget Amendment noting the detailed Budget Amendment and Amended Assessment Certification were included in the agenda packet for adoption consideration, noting it was also advertised, and then highlighted the following:

Mr. Forlenza noted the proposed amendment brings in New Hanover as well as the Pemberton Township Sewage Authority and their new exposures. He noted there are also some revisions due to changes in operation expenses, Cyber payment and adjustments, as well as Paid EMS and Southampton. He noted the Amendment Budget was \$8,010,228.

Mr. Forlenza asked if there were any questions. No questions were entertained.

#### **2020 Budget Amendment Hearing – Motion to Open**

Acting Chair McMahan entertained a motion to open the *2020 Budget Amendment Public Hearing*.

Motion by Mr. Gural, seconded by Ms. Kosko, to open the *2020 Budget Amendment Public Hearing*. All in favor. Motion carried.

Acting Chair McMahan asked if there were any questions. No questions were entertained.

#### **2020 Budget Amendment Hearing – Motion to Close**

Acting Chair McMahan entertained a motion to close the *2020 Budget Amendment Public Hearing*.

Motion by Mr. Cramer seconded by Mr. Ingling, to close the *2020 Budget Amendment Public Hearing*. All in favor. Motion carried.

#### **2020 Amended Budget Adoption & 2020 Amended Assessment Certification Adoption**

Acting Chair McMahan entertained a motion to adopt the *2020 Amended Budget* as presented.

Motion by Mr. Wolbert seconded by Mr. Mascia, to adopt the *2020 Amended Budget* as presented.

#### **ROLL CALL**

**Yeas:** Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Borough**  
John Gural, **Palmyra Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahan, **Chesterfield Twp.**  
Paula Kosko, **Hainesport Twp.**

**Nays:** None

**Abstain:** None

All in favor. Motion carried by unanimous vote.

Acting Chair McMahan entertained a motion to adopt the *2020 Amended Assessment Certification* as presented.

Motion by Mr. Gural, seconded by Ms. Mr. Ingling to adopt the *2020 Amended Assessment Certification* as presented.

#### **ROLL CALL**

**Yeas:** Doug Cramer, **Tabernacle Twp.**

James Ingling, **Wrightstown Borough**  
John Gural, **Palmyra Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield Twp.**  
Paula Kosko, **Hainesport Twp.**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

Mr. Forlenza asked if there were any questions. No questions were entertained.

*Strategic Planning Committee Meeting – June 16, 2020* – Mr. McMahon noted the Committee met on June 16, 2020. The minutes were included in the agenda packet, and are self-explanatory, and a report was given last month. If anyone had any questions, please feel free to contact him directly.

Mr. McMahon asked if there were any questions. No questions were entertained.

#### ***MEL/RCF/EJIF REPORTS***

Acting Chair McMahon noted there was nothing to report.

#### ***MISCELLANEOUS BUSINESS***

Acting Chair McMahon asked for Authorization to Process and Pay Fund Vendors in August 2020.

Motion by Mr. Cramer, seconded by Mr. Ingling to Authorize to Process and Pay Fund Vendors in August 2020.

**ROLL CALL**      *Yeas:*      Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Borough**  
John Gural, **Palmyra Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield Twp.**  
Paula Kosko, **Hainesport Twp.**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

Acting Chair McMahon entertained a Motion to Adopt *Resolution 2020-29 Authorizing the Fund Chair and Fund Secretary to Execute a Contract with Police One Academy to Provide Online Related Training for a Period of One (1) Year at a Cost Not to Exceed \$9,500.*

Motion by Mr. Mascia, seconded by Mr. Wolbert to Authorize to Adopt Resolution 2019-29 as presented.

**ROLL CALL**      *Yeas:*      Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Borough**  
John Gural, **Palmyra Borough**

Jerry Mascia, **Mt. Laurel Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield Twp.**  
Paula Kosko, **Hainesport Twp.**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

Acting Chair McMaohn entertained a Motion to Adopt *Resolution 2020-30 Authorizing the Fund Chair and Fund Secretary to Execute a Contract with Media Pro and PivotPoint Security to Provide Technology Risk Management Services Training for a Period of One (1) Year at a Cost Not to Exceed \$14,212.*

Motion by Mr. Gural, seconded by Ms. Kosko to Adopt Resolution 2020-30 as presented.

**ROLL CALL**      *Yeas:*      Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Borough**  
John Gural, **Palmyra Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield Twp.**  
Paula Kosko, **Hainesport Twp.**

*Nays:* None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

Lastly, Mr. Forlenza noted that due to the current situation and uncertainty of COVID-19, and what the social distancing guidelines may be in September, he would like to ask for a Motion, after consultation with the Fund Chair, Secretary, & Solicitor to re-advertise the September Executive Committee Meeting to a conference call, if needed. He noted although he would very much like to have a face to face meeting, he would prefer to have authorization to re-advertise, as it continues to be an uncertainty right now.

Acting Chair McMahon asked for a Motion to re-advertise the September Executive Committee Meeting as outlined by Mr. Forlenza.

Motion by Mr. Ingling, seconded by Mr. Wolbert to re-advertise the September 2020 Executive Committee Meeting. All in Favor. Motion carried.

### *Next Meeting*

Acting Chair McMahon noted that the next meeting of the BURLCO JIF will either be a conference call or an in-person meeting on Tuesday, September 15, 2020 at 3:30 PM. Notification to the Fund will be forthcoming.

### ***PUBLIC COMMENT***

Motion by Mr. Ingling seconded by Ms. Kosko, to open the meeting to the public. All in favor. Motion carried.

Acting Chair McMahon opened the meeting to the public for comment.

Hearing no comments, Acting Chair McMahon entertained a motion to close the public portion of the meeting.

Motion by Mr. Gural seconded by Mr. Wolbert, to close the meeting to the public. All in favor. Motion carried.

***EXECUTIVE SESSION MEETING – Resolution #2020-31***

Acting Chair McMahon entertained a motion to go into a closed session to discuss matters affecting the protection and safety of the public and to discuss pending or anticipated litigation and/or contract negotiations.

Motion by Mr. Wolbert seconded by Mr. Ingling to Adopt ***Resolution #2020-31***.

**ROLL CALL**                      ***Yeas:***                      Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Borough**  
John Gural, **Palmyra Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield Twp.**  
Paula Kosko, **Hainesport Twp.**

***Nays:***                      None

***Abstain:***                      None

All in favor. Motion carried by unanimous vote.

A Closed Session of the BURLCO JIF was held and the meeting was then reopened to the public.

***REOPEN PUBLIC PORTION OF THE MEETING***

Acting Chair McMahon entertained a motion to reopen the public portion of the meeting.

Motion by Mr. Gural, seconded by Mr. Wolbert, to reopen the public portion of the meeting. All in favor. Motion carried.

***APPROVAL OF CLAIMS PAYMENTS***

Acting Chair McMahon asked for a motion for *Approval of Claims Payment* on the following claims as presented in Closed Session.

<b><i>Workers Compensation</i></b>
<i>2020191522</i>
<i>2020205914</i>

Acting Chair McMahon asked if there were any questions at this time. No questions were entertained.

Motion by Ms. Kosko seconded by Mr. Cramer, to approve the following claims as discussed in *Closed Session*.

**ROLL CALL**                      ***Yeas:***                      Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Borough**  
John Gural, **Palmyra Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield Twp.**  
Paula Kosko, **Hainesport Twp.**

***Nays:***                      None

*Abstain:* None

All in favor. Motion carried by unanimous vote.

***AUTHORIZATION TO ABANDON SUBROGATION – APPROVAL***

There was one (1) abandonment of Subrogation claim(s) presented in Closed Session:

2019147335

Acting Chair McMahon entertained a motion to Abandon Subrogation on the claim presented.

Motion by Mr. Wolbert, seconded by Mr. Mascia, to Abandon Subrogation on the claim as presented.

**ROLL CALL**            *Yeas:*            Doug Cramer, **Tabernacle Twp.**  
James Ingling, **Wrightstown Borough**  
John Gural, **Palmyra Borough**  
Jerry Mascia, **Mt. Laurel Twp.**  
Rich Wolbert, **Beverly City**  
Glenn McMahon, **Chesterfield Twp.**  
Paula Kosko, **Hainesport Twp.**

*Nays:*            None

*Abstain:*        None

All in favor. Motion carried by unanimous vote.

In regards to the Subrogation Matter *BURLCOJIF v. Cavallero* discussed in Closed Session, Acting Chair McMahon asked for a Motion to accept the settlement offer as discussed.

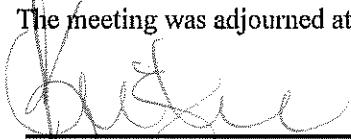
Motion by Mr. Gural, seconded by Mr. Wolbert to accept the settlement offer on the case *BURLCOJIF v Cavallero* as recommended by Mr. DeWeese and discussed during Closed Session. All in Favor. Motion carried.


***MOTION TO ADJOURN***

Acting Chair McMahon entertained a motion to adjourn the July 21, 2020 meeting of the BURLCO JIF.

Motion by Mr. Cramer, seconded by Ms. Kosko, to adjourn the July 21, 2020 meeting of the BURLCO JIF. All in favor. Motion carried.

The meeting was adjourned at 4:42 PM.

  
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Kris Kristie,  
Recording Secretary for

  
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John Gural  
Acting Fund Secretary